



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

PATRICIA L. CARUSO  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2009 - 12**

**EFFECTIVE: Immediately**

**DATE:** February 18, 2009

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Patricia L. Caruso, Director

**SUBJECT:** Release Debit Cards

Beginning March 1, 2009, the Department will provide debit cards issued through JPay to prisoners being released from a Correctional Facilities Administration (CFA) institution who are transferring to Community Residential Programs (CRP), paroling directly to the community, or discharging to other than a detainer. The debit card will be used instead of issuing checks or giving the prisoner cash upon release, except as specifically stated in this Director's Office Memorandum. The debit card may be used by the prisoner after release to make cash withdrawals at ATMs and at merchants for PIN-based purchases. Deposits from employers and others also may be made to the debit card if the prisoner chooses to use it for that purpose after release. Wages for school/work assignments received after release also shall be loaded on the debit card unless the card is inactive or the funds cannot otherwise be loaded on the card; funds which cannot be loaded on the debit card shall be forwarded as set forth in PD 04.02.105 "Prisoner Funds".

Debit cards also shall be issued to parolees being released from the Tuscola Residential Reentry Program (TRRP) facility. The debit card shall be issued in the same manner as set forth in this Director's Office Memorandum (DOM) for prisoners being released from a CFA institution, unless specifically stated otherwise in this DOM.

**FUNDS TO BE LOADED ON RELEASE DEBIT CARDS**

All funds which are to be given to the prisoner upon release are to be loaded on the debit card at the appropriate Regional Business Office or as otherwise indicated in instructions issued by the BFM Administrator. This includes funds from the prisoner's trust account, parole loans, and payments made from a CSS&M account pursuant to PD 04.02.105 "Prisoner Funds", even if PD 04.02.105 states that the payment is to be made in cash. The only exceptions are as follows:

**Parole**

1. For parole loans, a check shall be issued for that portion of a parole loan that is identified as

being for lodging. If the entire parole loan is to be payable to the landlord/hotel/motel, a check shall be issued for the entire parole loan.

2. If the prisoner is paroling directly to the TRRP facility, the prisoner shall be given cash as set forth in PD 04.02.105 and the remaining balance in the prisoner's trust account transferred to the Thumb Correctional Facility. Upon release from the TRRP facility, the remaining balance shall be loaded on a release debit card unless cash is approved by the Deputy Director of Field Operations Administration (FOA) or designee.
3. For all other paroles except if to detainer, after satisfying any remaining institutional debts and after processing a parole loan, cash will be given only if:
  - a. the balance in the prisoner's account is less than \$25. In such cases, the prisoner shall be given the balance in his/her account in cash. If the entire balance is less than \$15, and the prisoner is taking public transportation, the Warden or designee shall authorize payment from the institution's CSS&M account for the difference between the balance and \$15 as needed by the prisoner to meet his/her immediate needs upon parole (e.g., meals; telephone calls; additional transportation costs to reach actual home placement). The Warden or designee shall consider the distance the prisoner must travel in determining the amount provided.
  - b. the balance in the prisoner's account is \$25 or more and the prisoner is taking public transportation. In such cases, the prisoner shall be given \$15 in cash and the remaining balance loaded on the release debit card unless the prisoner is provided an opportunity to withdraw funds from the debit card (e.g., through an ATM at the bus station) prior to boarding.

#### Discharge

1. If the balance of the prisoner's account is less than \$75 after satisfying any institutional debt, the Warden or designee shall continue to authorize payment from the institution's CSS&M account for the difference between the balance and \$75 as set forth in PD 04.02.105. Cash, however, will be given only if:
  - a. the total balance of the account is under \$25 after receipt of any payment from the CSS&M account. In such cases, the prisoner shall be given the balance in his/her account in cash.
  - b. the total balance of the account is \$25 or more after receipt of any payment from the CSS&M account and the prisoner is taking public transportation. In such cases, the prisoner shall be given \$15 of the balance in cash unless the prisoner is provided an opportunity to withdraw funds from the debit card (e.g., through an ATM at the bus station) prior to boarding.

#### ISSUANCE OF RELEASE DEBIT CARDS

The Regional Business Office shall notify the appropriate institutional business office or other designated staff when funds have been loaded on a prisoner's release debit card. The prisoner shall be

given the debit card upon release along with a receipt indicating the amount of funds loaded on the debit card and the source of the funds (i.e., trust account; parole loan; CSS&M). The prisoner also shall be provided with JPay's Cardholder Agreement, which includes the terms and conditions of use and identifies the fees associated with use and replacement of the debit card. The prisoner shall be provided access to a telephone on facility grounds to activate the debit card and establish a PIN. Staff shall assist the prisoner in the activation process if the prisoner is unfamiliar or having difficulty with the process; however, the prisoner shall be solely responsible for identifying and securing his/her PIN. The prisoner also shall be advised that any outstanding pay for school/work assignments will be loaded on the debit card upon receipt, if applicable.

If a released prisoner has any questions regarding use of the release debit card after his/her release, s/he may contact JPay directly for assistance.

PLC:OLA